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EXHIBIT B

FUNCTIONAL STATEMENT

CHIEF, PAYROLL BRANCH

I. MISSION

As a Branch Chief of the Fiscal Division, the Chief, Payroll Branch, is charged with the preparation, audit, and certification of payrolls and distribution of salary payments for all vouchered personnel of CIA ☐

II. RESPONSIBILITIES AND AUTHORITY

Within the limits of his assigned mission, the Chief, Payroll Branch, Fiscal Division, is responsible for, and has commensurate authority to accomplish the fulfillment of the duties as set forth below.

A. FUNCTIONS

The Chief, Payroll Branch, will:

1. Review all vouchered personnel actions and time and attendance reports for completeness and propriety for payment.
2. Compute vouchered payroll and amount of deductions for retirement, income tax, bonds, rent, overpayments, etc.
3. Prepare and certify vouchered payrolls.
4. Maintain vouchered employee retirement records. Reconcile retirement deductions from vouchered and confidential payrolls with Civil Service Commission on an annual basis.
5. Maintain vouchered employee earnings and tax withholding records. Furnish statement (W-2) to each individual annually. Reconcile taxes withheld from vouchered and confidential payrolls with Internal Revenue Bureau, on a quarterly and annual basis.
6. Maintain vouchered employee United States Savings Bond records. Prepare request to Treasury Department for issuance of bonds. Reconcile bond records with Treasury Department on bi-weekly basis.
7. Maintain vouchered employee annual and sick leave records. Furnish each employee statement of leave balance on annual basis and upon request.
8. Maintain necessary control records for site audit by General Accounting Office.
9. Prepare instructions for preparation and processing of overseas vouchered personal payment vouchers.
10. Post-audit all vouchered and quarters vouchers. Advise corrective action to adjust discrepancies.

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11. Furnish advice to individuals on matters pertaining to the Branch.
12. Approve final Agency clearance for terminated vouchered employees.
13. Furnish periodic reports to Budget Officer and Accounts Branch, Fiscal Division, concerning personal services obligations and expenditures.
14. Prepare direct settlement claims for submission to General Accounting Office.
15. Submit questions as to propriety for payment of specific vouchers to the Comptroller General for decision.
16. Maintain prescribed technical liaison with State, Defense, and Treasury Departments, Civil Service Commission, and General Accounting Office.

Payroll Branch

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